



City of Pensacola

City Council Workshop

Agenda

Monday, April 24, 2023, 3:31 PM

City Council Chamber, 1st Floor

Immediately following 3:30 P.M. Agenda Conference

The meeting can be watched via live stream at cityofpensacola.com/video.

CALL TO ORDER

SELECTION OF CHAIR

DETERMINATION OF PUBLIC INPUT

DISCUSSION OF...

1. [23-00340](#) BOARDS, VIABILITY AND ENABLING ORDINANCES;
ENVIRONMENTAL ADVISORY BOARD, PARKS AND RECREATION
BOARD, INTERNATIONAL RELATIONS ADVISORY BOARD

Sponsors: Delarian Wiggins

Attachments: [International Relations Advisory Board, Ord. No. 38-14 \(Enabling Ordinance\)](#)
[Environmental Advisory Board, Ord. No. 38-13 \(Enabling Ordinance\)](#)
[Parks and Rec. Board, Ord. No. 21-13 \(Enabling Ordinance\)](#)
[Section 6-2-1 – Parks & Rec Establishment Code](#)
[Section 6-2-2 – Parks & Rec Election of Officers Code](#)
[Section 6-2-3 – Parks and Rec Duties Code](#)
[International Relations Advisory Board -- City Website](#)
[Environmental Advisory Board -- City Website](#)
[Parks & Recreation Board -- City Website](#)
[BOARDS HANDBOOK](#)

ADJOURNMENT

If any person decides to appeal any decision made with respect to any matter considered at such meeting, he will need a record of the proceedings, and that for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 435-1606 (or TDD 435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



Memorandum

File #: 23-00340

City Council Workshop

4/24/2023

DISCUSSION ITEM

SPONSOR: City Council President Delarian Wiggins

SUBJECT:

BOARDS, VIABILITY AND ENABLING ORDINANCES; ENVIRONMENTAL ADVISORY BOARD, PARKS AND RECREATION BOARD, INTERNATIONAL RELATIONS ADVISORY BOARD

SUMMARY:

The purpose of this discussion item is to look at the viability of the boards and to determine if:

1. The board is necessary
2. The board is achieving the expectations of the City Council and Mayor's Office
3. There needs to be amendments to the enabling ordinances in order for the board to meet the expectations of the City Council and Mayor's Office
4. To give more clearly defined direction as to the expectations

Many of the boards were created during a previous form of government and with a specific purpose in mind, which may or may not be currently viable. If not viable, a determination needs to be made as to the need for the board and/or amendments to the enabling ordinances to make the board viable.

Please note: The International Relations Advisory Board and the Environmental Advisory Board are not codified.

PRIOR ACTION:

None

STAFF CONTACT:

Don Kraher, Council Executive

ATTACHMENTS:

- 1) International Relations Advisory Board, Ord. No. 38-14 (Enabling Ordinance)
- 2) Environmental Advisory Board, Ord. No. 38-13 (Enabling Ordinance)
- 3) Parks and Recreation Board, Ord. No. 21-13 (Enabling Ordinance)
- 4) Section 6-2-1 - Parks & Rec Establishment Code

- 5) Section 6-2-2 - Parks & Rec Election of Officers Code
- 6) Section 6-2-3 - Parks and Rec Duties Code
- 7) International Relations Advisory Board - City Website
- 8) Environmental Advisory Board - City Website
- 9) Parks & Rec Board - City Website
- 10) Boards Handbook

PRESENTATION: No

PROPOSED
ORDINANCE NO. 39-14

ORDINANCE NO. 38-14

AN ORDINANCE
TO BE ENTITLED:

AN ORDINANCE ESTABLISHING THE CITY OF PENSACOLA INTERNATIONAL RELATIONS ADVISORY BOARD; PROVIDING FOR ITS PURPOSE, MEMBERSHIP, COMPOSITION, OFFICERS, AND MEETING PROCEDURES; PROVIDING SEVERABILITY CLAUSE; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF PENSACOLA, FLORIDA:

SECTION 1. Creation of the City of Pensacola International Relations Advisory Board.

The City of Pensacola International Relations Advisory Board (the Board) is hereby created and shall have the purpose, responsibilities, membership composition and meeting procedures as herein provided.

SECTION 2. Purpose.

The Board shall serve as the City of Pensacola's goodwill ambassadors with dignitaries and visitors from other countries, shall serve as the City's liaison with its official sister-city relationships, and shall act cooperatively and in concert with the Gulf Coast Citizen Diplomacy Council and Pensacola Sister Cities International in discharging the responsibilities set forth below.

SECTION 3. Responsibilities.

The international Relations Advisory Board shall keep the City of Pensacola informed and advised of its relationships with its sister cities and shall discharge the following responsibilities:

- (1) Serve as facilitator with Pensacola's sister cities and work closely with other international organizations and community organizations.
- (2) Assist elected officials and staff to coordinate contacts with international guests, coordinate official dignitary visits with foreign offices of protocol.
- (3) Help facilitate and promote existing relationships, educational and cultural exchanges and inter-cultural activities to increase and maximize exposure to international educational, cultural, social, community and economic development.

SECTION 4. Membership.

The Board shall be composed of five (5) members appointed by the Pensacola City Council, appointed for two (2) year terms. Members shall be appointed based upon an experience or interest in one or more of the following areas: tourism/hospitality, world trade/international banking, culture/arts,

education/youth, economic/international relations, and governmental interests. No member shall be a paid or elected official or employee of the City. In the event that a vacancy occurs during the unexpired term of a member, the City Council shall appoint a new member for the remainder of the term.

SECTION 5. Officers and Meeting Procedures.

- (1) The Board shall elect a Chairman and Vice Chairman from among its members. Terms of office will be for one (1) year, with eligibility for reelection.
- (2) The Board may call upon the office of the City Administrator for information and advice, in order to insure the efficiency of the work of the Board.
- (3) The Board shall comply with all requirements of Florida law pertaining to its obligations with respect to open meeting and public records laws.
- (4) Meetings shall be held as determined by the Board or at the call of the Chairman.
- (5) A written record of all proceedings of the Board shall be kept.
- (6) The Board shall adopt rules of procedures for the transaction of its business, and Robert's Rules of Order shall generally govern the conduct of business for all Board meetings.

SECTION 6. Severability.

If any word, phrase, clause, paragraph, section or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of the ordinance which can be given effect without the invalid or unconstitutional provisions or application, and to this end the provisions of this ordinance are declared severable.

SECTION 7. Repealing Clause.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 8. Effective Date.

This ordinance shall take effect on the fifth business day after adoption, unless otherwise provided pursuant to Section 4.03(d) of the City Charter of the City of Pensacola.

Adopted: October 9, 2014

Approved: *Jewel Annand - wj*
President of City Council

Attest:

Cruke L. Bennett
City Clerk

Published Daily-Pensacola, Escambia County, FL

PROOF OF PUBLICATION

State of Florida

County of Escambia:

Before the undersigned authority personally appeared **Anna Hammes** who, on oath, says that she is a personal representative of the Pensacola News Journal, a daily newspaper published in Escambia County, Florida; that the attached copy of advertisement, being a Legal in the matter of:

Notice Of Proposed Ordinances

Was published in said newspaper in the issue(s) of:

September 29, 2014

Affiant further says that the said Pensacola News Journal is a newspaper published in said Escambia County, Florida, and that the said newspaper has heretofore been published in said Escambia County, Florida, and has been entered as second class matter at the Post Office in said Escambia County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this **29th** day of **September, 2014**, by **Anna Hammes**, who is personally known to me.

Anna Hammes Affiant

Michelle M. Potter Notary Public

NOTICE OF PROPOSED ORDINANCES

Please be advised that Proposed Ordinance Nos. 37-14, 38-14, 39-14, 40-14, and 41-14 were presented to the City Council of the City of Pensacola for first reading on Thursday, September 25, 2014 and will be presented for final reading and adoption on Thursday, October 9, 2014 at 5:30 p.m. in Council Chambers on the First Floor of City Hall, 222 West Main Street, Pensacola, Florida.

The titles of the proposed ordinances are as follows:

P.O. #37-14:
AN ORDINANCE CLOSING, ABANDONING AND VACATING A PORTION OF THE COLLEGE BOULEVARD RIGHT OF WAY, IN PENSACOLA, ESCAMBIA COUNTY, STATE OF FLORIDA; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE (Adjacent to 5685 N. 9th Avenue)

P.O. #38-14:
AN ORDINANCE AMENDING CHAPTER 3-3 OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA, PERTAINING TO THE PURCHASE OF GOODS AND SERVICES; CREATING SECTION 3-3-2 (i); PROVIDING FOR REGULATION OF CHANGE ORDERS ON CONSTRUCTION PROJECTS; SEVERABILITY CLAUSE; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

P.O. #39-14:
AN ORDINANCE ESTABLISHING THE CITY OF PENSACOLA INTERNATIONAL RELATIONS ADVISORY BOARD; PROVIDING FOR ITS PURPOSE, MEMBERSHIP COMPOSITION, OFFICERS AND MEETING PROCEDURES; PROVIDING SEVERABILITY CLAUSE; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

P.O. #40-14:
AN ORDINANCE AMENDING CHAPTER 3-1 OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA, CREATING SECTION 3-1-13; ESTABLISHING A COUNCIL RESERVE POLICY; SEVERABILITY CLAUSE; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

P.O. #41-14:
AN ORDINANCE SECTION 10-4-19-G OF THE CODE OF THE CITY OF PENSACOLA ENTITLED: "SCHEDULE OF RATES AND CHARGES"; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; PROVIDING AN EFFECTIVE DATE.

A copy of proposed ordinances may be inspected by the public in the City Clerk's office located on the 7th floor of City Hall, 222 West Main Street, Pensacola, Florida, or on-line on the City's website: <http://cityofpensacola.com/AgendaCenter/City-Council-1>

Interested parties may appear at the Council meeting and be heard with respect to proposed ordinances.

If any person decides to appeal any decision made with respect to any matter considered at this meeting or public hearing, such person may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based.

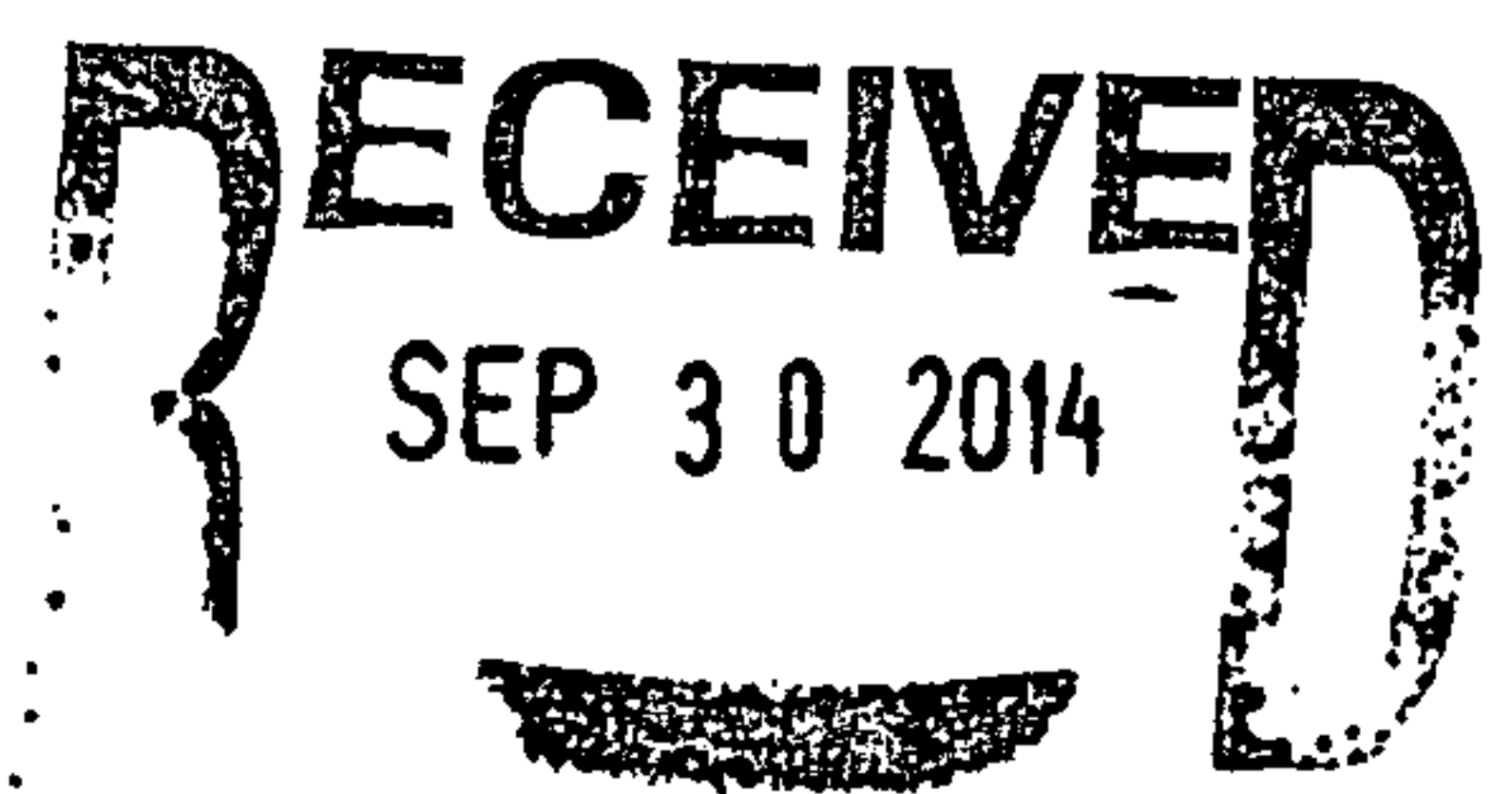
The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to city services, programs and activities. Please call 435-1606 (or TDD 435-1666) for further information. Requests must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

CITY OF PENSACOLA, FLORIDA
 By: Ericka L. Burnett, City Clerk

Visit www.cityofpensacola.com to learn more about City activities. Council agendas posted on-line before meetings.

Legal No. 1630952 11 September 29, 2014

MICHELLE M. POTTER
 Notary Public
 Commission Expires 12/31/15
 Notary Public License No. 12345



PROPOSED
ORDINANCE NO. 38-13

ORDINANCE NO. 38-13

AN ORDINANCE AMENDING ORDINANCE 28-01 ESTABLISHING THE CITY OF PENSACOLA ENVIRONMENTAL ADVISORY BOARD; PROVIDING ITS PURPOSE, RESPONSIBILITIES, MEMBERSHIP, COMPOSITION, OFFICERS AND TECHNICAL ASSISTANCE, AND MEETING PROCEDURES; PROVIDING SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF PENSACOLA, FLORIDA:

SECTION 1. Creation of the City of Pensacola, Florida Environmental Advisory Board.

The City of Pensacola Environmental Advisory Board (the Board) is hereby created and shall have the purpose, responsibilities, membership composition and meeting procedures as herein provided.

SECTION 2. Purpose.

The Board shall provide advice and recommendations on environmental matters to the City Council and the Mayor.

SECTION 3. Responsibilities.

The Board may review and make recommendations to the City Council and Mayor on environmental policy issues as follows:

- (1) Proposed ordinances and codes of an environmental nature.
- (2) Proposed changes to existing environmental ordinances and codes.
- (3) Other environmental matters affecting the City referred to the Board by the City Council and Mayor.
- (4) Other environmental matters affecting the City that are initiated by the Board and approved by the City Council and/or Mayor.

SECTION 4. Membership.

- A. The Board shall be composed of the following Nine (9) members appointed by the City Council:

- (1) Five (5) members who are employed or retired environmental professionals, or members of local environmental organizations or businesses with an interest in City environmental issues. To the extent practicable, members will be residents or property owners of the City.
 - (2) Four (4) at-large members who are residents or property owners of the City.
- B. No member shall be a paid or elected official or employee of the City.
 - C. Board members shall serve two (2) year terms, and may be reappointed at the discretion of the City Council.
 - D. In the event that a vacancy occurs during the unexpired term of a member, the City Council shall appoint a new member for the remainder of the term.
 - E. Each board member serves at the pleasure of City Council and may be removed at any time with reasonable cause or by recommendation by the Environmental Advisory Board. Any board member missing three (3) consecutive board meetings or five (5) board meetings over the course of a calendar year shall forfeit their membership on the board. Absences may be excused by the chair.

It is the expressed intent of this City to recognize the importance of balance in the appointment of minority and nonminority persons to membership on the Environmental Advisory Board and to promote that balance through the provisions of this section.

For purposes of this Code Section, "minority person" means:

- (a) An African American; that is, a person having origins in any of the racial groups of the African Diaspora.
- (b) A Hispanic American; that is, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
- (c) An Asian American; that is, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
- (d) A Native American; that is, a person who has origins in any of the Indian Tribes of North America prior to 1835.
- (e) An American woman.

In addition, the City recognizes the importance of including persons with physical disabilities on this board. Furthermore, it is recognized that the Environmental Advisory Board plays a vital role in shaping public policy for the City, and the selection of the best-qualified candidates is the paramount obligation.

In appointing members to the Environmental Advisory Board, the council should select, from among the best-qualified persons, those persons whose appointment would ensure that the membership of the board accurately reflects the proportion that minority persons represent in the population of the City as a whole, unless the law regulating such appointment requires otherwise, or minority persons cannot be recruited. If the size of the board precludes an accurate representation of minority persons, appointments should be made which conform to the requirements of this section insofar as possible.

SECTION 5. Officers and technical assistance.

The Board shall elect a Chairman and Vice Chairman from among its members. The terms of office will be for one (1) year, with eligibility for reelection.

SECTION 6. Meetings, Rules of Procedure

- (A) The Board shall hold regular meetings at intervals determined by the board, but no less than four times a year. Special meetings may be held as determined by the Board or at the call of the Chairman. All regular and special meeting of the Board shall be open to the public.
- (B) The Board shall adopt rules of procedure for the transaction of its business.
- (C) The records of the Board including meeting minutes, reports, special studies, and correspondence shall be maintained in the office of Planning Services.

SECTION 7. Severability.

If any word, phrase, clause, paragraph, section or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such findings shall not affect the other provisions or applications of the ordinance which can be given effect without the invalid or unconstitutional provisions or application, and to this end the provisions of this ordinance are declared severable.

SECTION 8. Repealing Clause

All ordinances or parts or ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 9. Effective Date

This ordinance shall become effective on the fifth business day after adoption, unless otherwise provided pursuant to Section 4.03(d) of the City Charter of the City of Pensacola.

Passed: October 24, 2013

Approved: P. C. W.
President of City Council

Attest: Trisha L. Burnett
City Clerk

Legal in form and valid as drawn:

[Signature]
City Attorney

Published Daily-Pensacola, Escambia County, FL

PROOF OF PUBLICATION

State of Florida

County of Escambia:

Before the undersigned authority personally appeared Virginia Hollingsworth who, on oath, says that she is a personal representative of the Pensacola News Journal, a daily newspaper published in Escambia County, Florida; that the attached copy of advertisement, being a Legal in the matter of:

Notice of Proposed Ordinances

Was published in said newspaper in the issue(s) of:

October 14, 2013

Affiant further says that the said Pensacola News Journal is a newspaper published in said Escambia County, Florida, and that the said newspaper has heretofore been published in said Escambia County, Florida, and has been entered as second class matter at the Post Office in said Escambia County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this **14th Day of October, 2013**, by Virginia Hollingsworth, who is personally known to me.

Virginia Hollingsworth Affiant
[Signature] Notary Public

GILLIAN L. WARD
 NOTARY PUBLIC - STATE OF FLORIDA
 COMMISSION #EE835572
 MY COMMISSION EXPIRES SEPT. 17, 2016

NOTICE OF PROPOSED ORDINANCES

Please be advised that Proposed Ordinance Nos. 31-13, 32-13, 33-13, 34-13, 35-13, 36-13, 37-13, and 38-13 were presented to the City Council of the City of Pensacola for first reading on Thursday, October 10, 2013 and will be presented for final reading and adoption on Thursday, October 24, 2013 at 5:30 p.m. in Council Chambers on the First Floor of City Hall, 222 West Main Street, Pensacola, Florida.

The titles of the proposed ordinances are as follows:

P.O. #31-13:
AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY PURSUANT TO AND CONSISTENT WITH THE COMPREHENSIVE PLAN OF THE CITY OF PENSACOLA; AMENDING THE ZONING MAP OF THE CITY OF PENSACOLA; REPEALING CLAUSE AND EFFECTIVE DATE. (Tanglewood Apartments - Rezoning from Residential Neighborhood Commercial to Multiple-Family)

P.O. #32-13:
AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY PURSUANT TO AND CONSISTENT WITH THE COMPREHENSIVE PLAN OF THE CITY OF PENSACOLA; AMENDING THE ZONING MAP OF THE CITY OF PENSACOLA; REPEALING CLAUSE AND EFFECTIVE DATE. (Bay Bluffs Preserve - Rezoning from Single-Family & One & Two Family to Conservation)

P.O. #33-13:
AN ORDINANCE AMENDING THE FUTURE LAND USE CLASSIFICATION OF CERTAIN PROPERTY PURSUANT TO AND CONSISTENT WITH THE COMPREHENSIVE PLAN OF THE CITY OF PENSACOLA; AMENDING THE FUTURE LAND USE MAP OF THE CITY OF PENSACOLA; REPEALING CLAUSE AND EFFECTIVE DATE. (Chapins Landing Apartments - Rezoning from County Zoning to City High Density Residential)

P.O. #34-13:
AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY PURSUANT TO AND CONSISTENT WITH THE COMPREHENSIVE PLAN OF THE CITY OF PENSACOLA; AMENDING THE ZONING MAP OF THE CITY OF PENSACOLA; REPEALING CLAUSE AND EFFECTIVE DATE. (Chapins Landing Apartments - Rezoning from County Zoning to City Multiple Family Residential)

P.O. #35-13:
AN ORDINANCE AMENDING THE FUTURE LAND USE CLASSIFICATION OF CERTAIN PROPERTY PURSUANT TO AND CONSISTENT WITH THE COMPREHENSIVE PLAN OF THE CITY OF PENSACOLA; AMENDING THE FUTURE LAND USE MAP OF THE CITY OF PENSACOLA; REPEALING CLAUSE AND EFFECTIVE DATE. (5800 Davis Hwy - Rezoning from County designation to City Commercial Future Land Use District)

P.O. #36-13:
AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY PURSUANT TO AND CONSISTENT WITH THE COMPREHENSIVE PLAN OF THE CITY OF PENSACOLA; AMENDING THE ZONING MAP OF THE CITY OF PENSACOLA; REPEALING CLAUSE AND EFFECTIVE DATE. (5800 Davis Hwy - Rezoning from County Zoning to City C-1 Commercial Retail District)

P.O. #37-13:
AN ORDINANCE AMENDING SECTION 11-2-72(1) OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA; ESTABLISHING PARKING TICKET ENFORCEMENT; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

P.O. #38-13:
AN ORDINANCE AMENDING ORDINANCE 28-01; ESTABLISHING THE CITY OF PENSACOLA ENVIRONMENTAL ADVISORY BOARD; PROVIDING ITS PURPOSE, RESPONSIBILITIES, MEMBERSHIP, COMPOSITION, OFFICERS AND TECHNICAL ASSISTANCE, AND MEETING PROCEDURES; PROVIDING SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

A copy of the proposed ordinance may be inspected by the public in the City Clerk's office, located on the 7th Floor of City Hall, 222 West Main Street, Pensacola, Florida, or on-line on the City's website: <http://www.cityofpensacola.com/agendas/>. Interested parties may appear at the Council meeting and be heard with respect to proposed ordinances.

If any person decides to appeal any decision made with respect to any matter considered at this meeting or public hearing, such person may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based.

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CITY OF PENSACOLA, FLORIDA
 By: Ericka L. Burnett, City Clerk

Visit www.cityofpensacola.com to learn more about City activities. Council agendas posted on-line before meetings.

Legal No. 1610764 - 1T - October 14, 2013

RECEIVED BY
 OCT 16 2013
 CITY CLERK

PROPOSED
ORDINANCE NO. 09-13

ORDINANCE NO. 21-13

AN ORDINANCE AMENDING SECTIONS 6-2-1 AND 6-2-3 AND REPEALING SECTIONS 6-2-4 AND 6-2-5 OF THE CITY OF PENSACOLA, FLORIDA; PROVIDING FOR THE TERMS OF OFFICE, REMOVAL, AND DUTIES OF THE PARKS AND RECREATION BOARD; REPEALING SECTIONS 6-2-4 AND 6-2-5 PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF PENSACOLA, FLORIDA:

SECTION 1. Section 6-2-1 of the Code of the City of Pensacola, Florida, is hereby amended to read as follows:

Sec. 6-2-1. - Establishment; composition; compensation; terms of office; vacancies and removal.

There is hereby established a parks and recreation board of the city. This board shall consist of nine (9) persons serving without pay who shall be appointed by the council. The term of office shall be for three (3) years or until their successors are appointed and qualified. Vacancies in the board occurring otherwise than by expiration of term shall be filled by the council for the unexpired term.

It is the expressed intent of this City to recognize the importance of balance in the appointment of minority and nonminority persons to membership on the parks and recreation board and to promote that balance through the provisions of this section.

For purposes of this Code Section, "minority person" means:

(a) An African American; that is, a person having origins in any of the racial groups of the African Diaspora.

(b) A Hispanic American; that is, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.

(c) An Asian American; that is, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.

(d) A Native American; that is, a person who has origins in any of the Indian Tribes of North America prior to 1835.

(e) An American woman.

In addition, the City recognizes the importance of including persons with physical disabilities on this board. Furthermore, it is recognized that the parks and recreation board plays a vital role in shaping public policy for the City, and the selection of the best-qualified candidates is the paramount obligation.

In appointing members to the parks and recreation board, the council should select, from among the best-qualified persons, those persons whose appointment would ensure that the membership of the board accurately reflects the proportion that minority persons represent in the population of the City as a whole, unless the law regulating such appointment requires otherwise, or minority persons cannot be recruited. If the size of the board precludes an accurate representation of minority persons, appointments should be made which conform to the requirements of this section insofar as possible.

Each board member serves at the pleasure of City Council and may be removed at any time with reasonable cause or by recommendation by the Parks and Recreation Board. Any board member missing three (3) consecutive board meetings or five (5) board meetings over the course of a calendar year shall forfeit their membership on the board. Absences may be excused by the chair.

SECTION 2. Section 6-2-3 of the Code of the City of Pensacola, Florida is hereby amended to read as follows:

Sec. 6-2-3. – Duties.

The parks and recreation board shall advise and make recommendations to the City Council, and shall advise the Mayor's office via the Director of Neighborhood Services on matters concerning the establishment, maintenance and operation of parks within the city. The board shall provide input on master plan updates and improvements, and policy development for the use of recreational facilities.

SECTION 3. Section 6-2-4 of the Code of the City of Pensacola, Florida is hereby repealed.

SECTION 4. Section 6-2-4 of the Code of the City of Pensacola, Florida is hereby repealed.

SECTION 5. If any word, phrase, clause, paragraph, section or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provision or applications of the

ordinance which can be given effect without the invalid or unconstitutional provisions or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 7. This ordinance shall become effective on the fifth business day after adoption, unless otherwise provided pursuant to Section 4.03(d) of the City Charter of the City of Pensacola.

Passed: August 22, 2013

Approved: P.C. Wu
President of City Council

Attest:
Aricha L. Burnett
City Clerk

Legal in form and valid as drawn:

[Signature]
City Attorney

Published Daily-Pensacola, Escambia County, FL

PROOF OF PUBLICATION

State of Florida

County of Escambia:

Before the undersigned authority personally appeared Anna Hammes who, on oath, says that she is a personal representative of the Pensacola News Journal, a daily newspaper published in Escambia County, Florida; that the attached copy of advertisement, being a Legal in the matter of:

Notice Of Proposed Ordinances

Was published in said newspaper in the issue(s) of:

August 12, 2013

Affiant further says that the said Pensacola News Journal is a newspaper published in said Escambia County, Florida, and that the said newspaper has heretofore been published in said Escambia County, Florida, and has been entered as second class matter at the Post Office in said Escambia County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this **12th Day of August, 2013**, by Anna Hammes, who is personally known to me.

Anna Hammes Affiant

Gillian L. Ward Notary Public

GILLIAN L. WARD
NOTARY PUBLIC - STATE OF FLORIDA
COMMISSION #EE835572
MY COMMISSION EXPIRES SEPT. 17, 2016

NOTICE OF PROPOSED ORDINANCES

Please be advised that Proposed Ordinance No. 09-13 was presented to the City Council of the City of Pensacola for final reading and adoption on April 25, 2013 which the City Council postponed adoption at such time, therefore P.O. No. 09-13 will be presented again for final reading and adoption on Thursday, August 22, 2013 at 5:30 p.m. in Council Chambers on the First Floor of City Hall, 222 West Main Street, Pensacola, Florida; and

Proposed Ordinance No. 21-13 was presented to the City Council of the City of Pensacola for first reading on Thursday, July 18, 2013 and will be presented for final reading and adoption on Thursday, August 22, 2013 at 5:30 p.m. in Council Chambers on the First Floor of City Hall, 222 West Main Street, Pensacola, Florida.

The titles of the proposed ordinances are as follows:
P.O. #09-13:
AN ORDINANCE AMENDING SECTIONS 6-2-1 AND 6-2-3 AND REPEALING SECTIONS 6-2-4 AND 6-2-5 OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA; PROVIDING FOR THE TERMS OF OFFICE, REMOVAL, AND DUTIES OF THE PARKS AND RECREATION BOARD; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; PROVIDING AN EFFECTIVE DATE.
P.O. #21-13:
AN ORDINANCE AMENDING SECTION 12-2-22 AND SECTION 12-13-4 OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA; AMENDING THE GOVERNMENTAL CENTER DISTRICT REGULATIONS AND BOUNDARIES; AND AMENDING THE DUTIES OF THE ARCHITECTURAL REVIEW BOARD; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE. (Proposed Maritime Redevelopment District)

A copy of the proposed ordinance may be inspected by the public in the City Clerk's office, located on the 7th Floor of City Hall, 222 West Main Street, Pensacola, Florida, or on-line on the City's website: <http://www.cityofpensacola.com/agendas/>. Interested parties may appear at the Council meeting and be heard with respect to proposed ordinances.

If any person decides to appeal any decision made with respect to any matter considered at this meeting or public hearing, such person may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to city services, programs and activities. Please call 435-1606 (or TDD 435-1666) for further information. Requests must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

CITY OF PENSACOLA, FLORIDA
By: Ericka L. Burnett, City Clerk

Legal No. 1605580 1T August 12, 2013

RECEIVED BY
AUG 13 2013

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AUG 13 2013
CITY CLERK

Published Daily-Pensacola, Escambia County, FL

PROOF OF PUBLICATION

State of Florida

County of Escambia:

Before the undersigned authority personally appeared **Roshundia Gillis** who, on oath, says that she is a personal representative of the Pensacola News Journal, a daily newspaper published in Escambia County, Florida; that the attached copy of advertisement, being a Legal in the matter of:

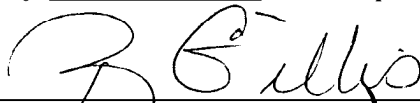
Notice of Proposed Ordinances

Was published in said newspaper in the issue(s) of:

April 15, 2013

Affiant further says that the said Pensacola News Journal is a newspaper published in said Escambia County, Florida, and that the said newspaper has heretofore been published in said Escambia County, Florida, and has been entered as second class matter at the Post Office in said Escambia County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 15th of April 2013, by **Roshundia Gillis**, who is personally known to me.



Affiant



Notary Public

GILLIAN L. WARD
NOTARY PUBLIC - STATE OF FLORIDA
COMMISSION #EE835572
MY COMMISSION EXPIRES SEPT. 17, 2016

NOTICE OF PROPOSED ORDINANCE

Please be advised that Proposed Ordinance No. 09-13' was presented to the City Council of the City of Pensacola for first reading on Thursday, April 11, 2013 and will be presented for final reading and adoption on Thursday, April 25, 2013 at 5:30 p.m. in Council Chambers on the First Floor of City Hall, 222 West Main Street, Pensacola, Florida.

The title of the proposed ordinance is as follows:
P.O. #09-13:

AN ORDINANCE AMENDING SECTIONS 6-2-1 AND 6-2-3 AND REPEALING SECTIONS 6-2-4 AND 6-2-5 OF THE CODE OF THE CITY OF PENSACOLA, FLORIDA; PROVIDING FOR THE TERMS OF OFFICE, REMOVAL, AND DUTIES OF THE PARKS AND RECREATION BOARD; PROVIDING FOR SEVERABILITY; REPEALING CLAUSE; PROVIDING AN EFFECTIVE DATE.

A copy of the proposed ordinance may be inspected by the public in the City Clerk's office, located on the 7th Floor of City Hall, 222 West Main Street, Pensacola, Florida, or on-line on the City's website: <http://www.cityofpensacola.com/agendas/> Interested parties may appear at the Council meeting and be heard with respect to the proposed ordinances.

If any person decides to appeal any decision made with respect to any matter considered at this meeting or public hearing, such person may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to city services, programs and activities. Please call 435-1606 (or TDD 435-1666) for further information. Requests must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

CITY OF PENSACOLA, FLORIDA
By: Ericka L. Burnett, City Clerk

Visit www.cityofpensacola.com to learn more about City activities. Council agendas posted on-line before meetings.

Legal No 1596154 1T April 15, 2013

RECEIVED BY

APR 16 2013

CITY CLERK

Sec. 6-2-1. Establishment; composition; compensation; terms of office; vacancies and removal.

- (a) There is hereby established a parks and recreation board of the city. This board shall consist of nine persons serving without pay who shall be appointed by the city council. The term of office shall be for three years or until their successors are appointed and qualified. Vacancies on the board occurring otherwise than by expiration of term shall be filled by the city council for the unexpired term.
- (b) It is the expressed intent of this city to recognize the importance of balance in the appointment of minority and nonminority persons to membership on the parks and recreation board and to promote that balance through the provisions of this section.
- (c) For purposes of this section, "minority person" means:
 - (1) An African American; that is, a person having origins in any of the racial groups of the African Diaspora.
 - (2) A Hispanic American; that is, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
 - (3) An Asian American; that is, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
 - (4) A Native American; that is, a person who has origins in any of the Indian Tribes of North America prior to 1835.
 - (5) An American woman.
- (d) In addition, the city recognizes the importance of including persons with physical disabilities on this board. Furthermore, it is recognized that the parks and recreation board plays a vital role in shaping public policy for the city, and the selection of the best-qualified candidates is the paramount obligation.
- (e) In appointing members to the parks and recreation board, the city council should select, from among the best-qualified persons, those persons whose appointment would ensure that the membership of the board accurately reflects the proportion that minority persons represent in the population of the city as a whole, unless the law regulating such appointment requires otherwise, or minority persons cannot be recruited. If the size of the board precludes an accurate representation of minority persons, appointments should be made which conform to the requirements of this section insofar as possible.
- (f) Each board member serves at the pleasure of city council and may be removed at any time with reasonable cause or by recommendation by the parks and recreation board. Any board member missing three consecutive board meetings or five board meetings over the course of a calendar year shall forfeit their membership on the board. Absences may be excused by the chair.

(Code 1968, § 46-1; Code 1986, § 6-2-1; Ord. No. 06-10, § 1, 2-11-2010; Ord. No. 16-10, § 59, 9-9-2010; Ord. No. 18-12, § 1, 8-9-2012; Ord. No. 21-13, § 1, 8-22-2013)

Sec. 6-2-2. Election of officers; adoption of rules and regulations.

Immediately after the appointment of the parks and recreation board, it shall meet and organize by electing one of the members chairperson and other officers as may be necessary. The board shall have the power to adopt bylaws, rules and regulations for the proper conduct of public recreation for the city.

(Code 1968, § 46-2; Code 1986, § 6-2-2; Ord. No. 06-10, § 1, 2-11-2010)

Sec. 6-2-3. Duties.

Members of the parks and recreation board shall engage with the citizens of Pensacola and be liaisons to the public, participate in city events, attend neighborhood meetings, and encourage recreational activities across our park system. The parks and recreation board shall review developing plans and budgets and advise and make recommendations to the city council with timely reports, and shall advise the mayor on matters concerning the establishment, maintenance and operation of parks and recreational activities within the city. The board, based on informed review, shall also provide input to staff, council and mayor on master plan updates and improvements, and policy development for the use of recreational facilities.

(Code 1968, § 46-3; Code 1986, § 6-2-3; Ord. No. 06-10, § 1, 2-11-2010; Ord. No. 21-13, § 2, 8-22-2013; Ord. No. 11-17, § 1, 5-11-2017; Ord. No. 18-21, § 1, 9-9-2021)

International Relations Advisory Board

Description	The International Relations Advisory Board serves as a clearing house for the City with its six sister cities, international communities and organizations. The IRAB will assist elected officials and staff to coordinate contracts with international guests, coordinate official dignitary visits with foreign offices of protocol, promote positive community relations with international trade, economic and community development through educational and cultural exchanges and serve as official ambassadors for the City with foreign dignitaries and other official international visitors.
Membership	Five members, appointed by the City Council. Members are not required to be City residents.
Term of Office	Two years
Is Financial Disclosure Required?	No
Meeting Schedule	4th Wednesday of each month; 10:00 a.m. at City Hall
Agendas & Minutes	View All Agendas and Minutes
Current Members	Jena Melancon, Chair Doug Trelfa, Vice Chair Nan Harper Laverne Baker Beth Partington

Environmental Advisory Board

Description	<p>The Environmental Advisory Board may review and make recommendations to the City Council and Mayor on environmental policy issues as follows:</p> <ul style="list-style-type: none"> (1) Proposed ordinances and codes of an environmental nature. (2) Proposed changes to existing environmental ordinances and codes. (3) Other environmental matters affecting the city referred to the Board by the City Council and Mayor. (4) Other environmental matters affecting the City that are initiated by the Board and approved by the City Council and/or Mayor.
Membership	<p>The Board shall be composed of nine (9) members appointed by the City Council: Five (5) members who are employed or retired environmental professionals, or members of local environmental organizations or businesses with an interest in City environmental issues. To the extent practicable, members will be residents or property owners of the City. Four (4) at-large members who are residents or property owners of the City.</p>
Term of Office	Two years
Is Financial Disclosure Required?	No
Meeting Schedule	Monthly, at City Hall
Agendas & Minutes	View All Agendas and Minutes
Current Members	<p>Kristin Bennett, Chair Kelly Hagen, Vice Chair Blase Butts Katie A. Dineen Katie Fox Kyle Kopytchak Neil Richards P. Jay Massey</p>

Parks & Recreation Board

Description	Members of the parks and recreation board shall engage with the citizens of Pensacola and be liaisons to the public, participate in city events, attend neighborhood meetings, and encourage recreational activities across our park system. The parks and recreation board shall review developing plans and budgets and advise and make recommendations to the city council with timely reports, and shall advise the mayor on matters concerning the establishment, maintenance and operation of parks and recreational activities within the city. The board, based on informed review, shall also provide input to staff, council and mayor on master plan updates and improvements, and policy development for the use of recreational facilities.
Membership	Nine members, appointed by the City Council.
Term of Office	Three years
Is Financial Disclosure Required?	No
Meeting Schedule	Monthly; Third Thursday, 8:00 a.m. at City Hall
Agendas & Minutes	View All Agendas and Minutes
Current Members	Rand Hicks, Chair person Alejandra Escobar-Ryan Antonio Bruni David Del Gallo John Jerrals Leah Harrisson Michael C. Wolf Morgan Tufto Renee Borden

Handbook for Appointed Boards, Commissions & Authorities



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INTRODUCTION

The City Council appoints members to the City's Boards, Commission and Authorities. These bodies have functions from being advisory in nature to quasi-judicial in form. Each has its own function, role and responsibility that must be maintained for efficient and effective operations. Remaining focused on the roles, responsibilities and reporting tract helps to ensure that each Board, Commission or Authority is functioning in accordance with Council directives, City code and the City Charter.

All City of Pensacola Boards, Commissions, Authorities and Task Forces (hereinafter referred to a "Board") serve at the pleasure of the City Council. Each of these entities was created for a different reason and has defined relationships and responsibilities. Each appointed body has a specific scope of authority as provided by City Ordinance, State Statute or Council action. These bodies do not set policy, but rather serve as Council representatives for their specific discipline, serving as a citizen sounding board where appropriate.

DEFINITIONS

Quasi-Judicial – When a governmental body (such as the Planning Board or Architectural Review Board) applies law to a particular set of facts or circumstances to reach a decision, the decision is "quasi-judicial" because the governmental body is taking an action similar to that taken by a judge. "Quasi" means nearly, almost, or like. Traditionally, "court like" procedures of government have come to be known as "quasi-judicial" because they are like those procedures used by courts.

Quadi-Judicial proceedings -- Among other things, Boards functioning in a quasi-judicial capacity are responsible for taking action to approve or deny certain types of site plans or other requests as required by City Code, as well as making recommendations to the City Council on Zoning map amendments. These actions involve the application of law to a certain set of circumstances.

The Florida Supreme Court recognized that decision of local government that apply law to specific circumstances such as zoning changes are judicial in nature. The Supreme Court decided these "quasi-judicial" decision should be made in proceedings conducted with most of the same protections available to those persons who are presenting a case in court. These protections include the right to have all witnesses testify under oath, the right of opposing sides to ask questions of each other's witnesses, and the right of each side to hear everything said to the decision maker.

Boards – Boards serve in an advisory and/or investigatory capacity to the City Council. They can also function in a quasi-judicial capacity. Boards are usually standing bodies, involved with ongoing subject areas.

Commissions -- Commission may have administrative, quasi-judicial or advisory powers based on the enabling ordinance or council action. Commissions are standing or permanent bodies, involved with ongoing subject areas.

Committees – Committees are usually temporary bodies organized according to specific goal's accomplishment. Committees usually act in an advisory and/or investigatory capacity.

Task Force -- Task Forces are specific bodies designed to aid in accomplishing a specific goal, policy, or project. Task Forces are not usually standing bodies, unless the nature of the subject area dictates otherwise.

BOARD, COMMISSION AND AUTHORITY APPOINTMENT INFORMATION

Important information a citizen would need to know regarding appointment to a Board, Commission, Authority or Task Force:

- (a) All appointments require formal action of the City Council.
- (b) Terms of office for individual Boards will be set forth in the enabling legislation or council action. Based on the term of office, in no event shall an individual board member serve more than twelve (12) years on a single board.
- (c) The City Clerk's Office will send out notices for openings for Boards. Incumbent members will be required to file an application of interest to the City Clerk, prospective new members will need to file an application of interest and will be required to be nominated by a City Council member.

** Please note – a request by an incumbent to remain on a board is not a guarantee of reappointment, that determination is solely at the discretion of the City Council
- (d) The size of any Board will be set forth within the enabling legislation or council action.
- (e) City Boards will reflect, to the greatest extent possible, diversity in makeup.

- (f) Where the City Code or Council action is silent to residency, individuals appointed to Boards must reside within the city limits of Pensacola; excepting those specialty positions set forth in the enabling legislation or council action.

APPLICATION

The City Clerk's office maintains a file of all interested citizens for boards. An interested citizen should complete an application of interest and submit it to the City Clerk. As vacancies arise, notice will be provided to the City Council and general public. An applicant meeting all the qualifications and who, where required have been nominated by a member of the City Council, will be presented to the City Council as a body. To be appointed an applicant must receive a majority vote of the existing membership of City Council. Applications can be accessed via the City of Pensacola website at www.cityofpensacola.com, under the City Government – Boards & Commission tab. Or by contacting the City Clerk's Office:

City Clerk's Office
222 W. Main St.
Pensacola, FL 32502
(850) 435-1606

BOARDS, COMMISSIONS, AND AUTHORITY'S LISTING

Architectural Review Board

Description The Architectural Review Board approves or disapproves plans for buildings to be erected, renovated, or razed which are located, or to be located, within the historic districts, preservation districts, and the Governmental Center District.

Membership Seven members, appointed by the City Council. Two (2) members are nominated by West Florida Historic Preservation, Inc., each of whom shall be a resident of the City of Pensacola; one (1) member shall be either a member of the City Planning Board, or a resident property owner of the Pensacola Historic District, North Hill Preservation District or Old East Hill Preservation District; two (2) members shall be registered architects, each of whom shall be a City resident; one (1) member who is a resident property owner of the Pensacola Historic District, North Hill Preservation District or Old East Hill Preservation District; and one (1) member who is a property or business owner in the Palafox Historic Business District or the Governmental Center District.

Term of Office Two years

Code Enforcement Authority

Description Louis F. Ray, Jr. is the Special Magistrate Judge for the City of Pensacola's Code Enforcement Authority.

Construction Board of Adjustment & Appeals

Description The Construction Board of Adjustment and Appeals reviews and grants or denies applications for variances and waivers of all technical codes, including the building code, the plumbing code, the gas code, the mechanical code, the electrical code, the minimum housing code, the unsafe building abatement code, and the swimming pool code; however, not the life safety and fire prevention codes. Serves as the regulation and discipline board for holders of City plumbing and gas certificates of competency. Reviews the appeals of the interpretation of the Building Official in regards to technical codes.

Membership Seven members and two alternates, appointed by the City Council. The board shall be comprised as follows: one (1) registered architect, one (1) registered professional engineer, one (1) general or building contractor, one (1) electrical contractor, one (1) plumbing and gas contractor, one (1) mechanical contractor and one (1) member at large from the public. Alternates shall be one (1) member at large from

the construction industry and one (1) member at large from the public. Board members are not required to be City residents

Term of Office Three years (alternates serve two-year terms)

Eastside Redevelopment Board

Description The Eastside Redevelopment Board was established pursuant to the requirements of Florida Statute 163.2517 (2)(a)(b) regarding a community participation process that provides for the ongoing involvement of stakeholder groups in urban infill and redevelopment areas. (Ord. #09-13 adopted 3/14/13)

Membership The Eastside Redevelopment Board shall consist of five (5) members: Two (2) homeowners and one (1) owner of a business located within the Eastside Neighborhood TIF District area appointed by the City Council; one (1) representative of the Eastside Neighborhood Improvement Association designated by the association; and one (1) member of City Council.

Term of Office Three years

Environmental Advisory Board

Description The Environmental Advisory Board may review and make recommendations to the City Council and Mayor on environmental policy issues as follows:

- (1) Proposed ordinances and codes of an environmental nature.
- (2) Proposed changes to existing environmental ordinances and codes.
- (3) Other environmental matters affecting the city referred to the Board by the City Council and Mayor.
- (4) Other environmental matters affecting the City that are initiated by the Board and approved by the City Council and/or Mayor.

Membership The Board shall be composed of nine (9) members appointed by the City Council: Five (5) members who are employed or retired environmental professionals, or members of local environmental organizations or businesses with an interest in City environmental issues. To the extent practicable, members will be residents or property owners of the City. Four (4) at-large members who are residents or property owners of the City.

Term of Office Two years

Fire Pension Board of Trustees

Description The Board of Trustees for the Firemen's Relief and Pension Fund oversees the administration of the Firemen's Pension Plan and investment of Pension Funds.

Membership Five members; two (2) appointed by the City Council; two (2) elected by firefighters; and one (1) appointed by other four members.

Term of Office Two years – Term limits shall not apply to Pension Board Trustees.

Fire Prevention Board of Appeals

Description The Fire Prevention Board of Appeals was established by Council ordinance as a Board of Appeals to review grievance regarding the decisions of the Fire Marshal.

Membership Five members and two alternates, appointed by the City Council. Members shall have expertise in building construction and fire safety standards. No more than one member or alternate shall be engaged in the same business profession, or line of endeavor.

Term of Office Three years

General Pension Board of Trustees

Description The General Pension Board of Trustees oversees administration of the General Pension Plan and investment of Pension Funds.

Membership Six members; three (3) are appointed by City Council and one (1) by the Council President. The remaining two (2) members are elected by employees participating in the general pension plan.

Term of Office Six years (Council appointees); Two years (Employee representatives); The Council President's appointee serves at the Council President's pleasure. Term limits shall not apply to Pension Board Trustees.

International Relations Advisory Board

Description The International Relations Advisory Board serves as a clearing house for the City with its six sister cities, international communities and organizations. The IRAB will assist elected officials and staff to coordinate contracts with international guests,

coordinate official dignitary visits with foreign offices of protocol, promote positive community relations with international trade, economic and community development through educational and cultural exchanges and serve as official ambassadors for the City with foreign dignitaries and other official international visitors.

Membership Five members, appointed by the City Council. Members are not required to be City residents.

Term of Office Two years

Parks & Recreation Board

Description ~~The Parks and Recreation Board shall advise and make recommendations to the City Council and shall advise the Mayor's office via the Director of Parks and Recreation on matters concerning the establishment, maintenance and operation of parks and recreation within the city. The board shall provide input on master plan updates and improvements, and policy development for the use of recreational facilities.~~

Members of the parks and recreation board shall engage with the citizens of Pensacola and be liaisons to the public, participate in city events, attend neighborhood meetings, and encourage recreational activities across our park system. The parks and recreation board shall review developing plans and budgets and advise and make recommendations to the city council with timely reports, and shall advise the mayor on matters concerning the establishment, maintenance and operation of parks and recreational activities within the city. The board, based on informed review, shall also provide input to staff, council and mayor on master plan updates and improvements, and policy development for the use of recreational facilities.

Membership Nine members, appointed by the City Council.

Term of Office Three years

Planning Board

Description The Board advises the City Council concerning the preparation, adoption, and amendment of the Comprehensive Plan; reviews and recommends to Council ordinances designed to promote orderly development as set forth in the Comprehensive Plan; hears applications and submits recommendations to Council on the following land use matters: proposed zoning changes, proposed amendments to zoning ordinance, proposed subdivision plats and proposed street/alley vacations. Board initiates studies on the location, condition, and adequacy of specific facilities of the area, i.e., housing, parks, public buildings. Board schedules and conducts public meetings and hearings

pertaining to land development and hears variance requests within the Gateway Redevelopment District and the Waterfront Redevelopment District.

Membership Seven members, appointed by the City Council.

Term of Office Two years

Police Pension Board of Trustees

Description The Board of Trustees of the Police Officer's Retirement Fund oversees the administration of the Police Pension Plan and investment of Pension Funds.

Membership Five members; two (2) appointed by City Council; two (2) elected by police officers; one (1) appointed by other four members.

Term of Office Two years -- Terms limits shall not apply to Pension Board Trustees.

Urban Core Redevelopment Board

Description The Urban Core Redevelopment Board was established pursuant to the requirements of Florida Statute 163.2517 (2)(a)(b) regarding a community participation process that provides for the ongoing involvement of stakeholder groups in urban infill and redevelopment areas.

Membership The Urban Core Redevelopment Board shall consist of members appointed by the City Council. One member shall be a member of City Council. The following areas shall each have a member representing it on the Board: Belmont DeVilliers Area (one seat); Central Business Area (one seat); East Hill Area (one seat); Gateway Area (one seat); Historic District – Aragon Area (one seat); Long Hollow Area (one seat); North Hill Area (one seat); Old East Hill Area (one seat); Tanyard Area (one seat); Waterfront Area (one seat). Members appointed to these seats shall be residents or owners or operators of businesses located within the Urban Core CRA neighborhood in which they represent. No member shall be a paid employee of the City. No Area may be represented by more than one member at a time; should no eligible person be identified to serve for a particular Area, then that seat shall remain empty until such time as an eligible person is appointed to serve.

Term of Office Three years

Westside Redevelopment Board

Description The Westside Redevelopment Board was established pursuant to the requirements of Florida Statute 163.2517 (2)(a)(b) regarding a community participation process that provides for the ongoing involvement of stakeholder groups in urban infill and redevelopment areas. (Ord. #33-14 adopted 9/11/14)

Membership The Westside Redevelopment Board consists of seven (7) members: Six (6) members who are redevelopment area residents, members of area neighborhood associations, or owners or operators of businesses located in the redevelopment area; and one (1) member of City Council.

Term of Office Three years

Zoning Board of Adjustment

Description The Zoning Board of Adjustments reviews and grants or denies applications for variances, waivers, and special exceptions to the Land Development Code. The Board hears and decides on appeals when it is alleged that there is error in any order, requirement, decision, or determination made by an administrative officer in the enforcement of the Land Development Code.

Membership Nine members, appointed by the City Council. Members must be residents or freeholders of the City.

Term of Office Three years

GENERAL OPERATING PROCEDURES

Selection of a Chairperson

The Chairperson (Chair) of any board is crucial to an efficiently run meeting. The board shall elect a chairperson and vice-chairperson from among its members on an annual basis. A nomination of a board member will be made, an affirmative vote of a majority of the existing membership is necessary for approval.

Powers of the Chairperson

The chair is responsible for conducting the meeting and acting as liaison between staff and the board. The chair also has the power to limit discussion during the meeting to the main issue under consideration and to end debate when it ceases to be productive. The presiding officer has the right to make and second motions, participate in debate and vote on all matters before the board. Robert's Rules of Order will be used as a guide for parliamentary procedures by all boards.

Attendance

At the beginning of each meeting, roll call shall be taken and absences noted. In order to be an effective board, regular attendance by the members is expected. The following governs attendance at meetings:

- (a) Regardless of the meeting frequency of the board, no member shall miss in excess of 25% of the boards meetings within a twelve (12) month period ~~When a member has been absent for three (3) or more meetings within a six (6) month period (for boards meeting monthly) or two (2) meetings within a twelve (12) month period (for boards meeting quarterly),~~ attendance information shall be communicated to the Council Executive by the Board Chair or city staffing member of that board. The Council Executive will contact the board member to ensure their status and desire to remain on the board has not changed and to ascertain the reasons for the absences. This information will be relayed to City Council who may, at their discretion, treat such absences as the member's resignation.

- (b) Resignations shall be submitted, in writing, to the City Clerk and Council Executive. Resignations shall be effective when submitted or on the date requested by the board member to become effective. Upon notice of vacancy, the City Clerk will follow the normal process for filling a vacancy.

Voting and Quorum

A majority of the existing membership as designated by Ordinance or Council Action shall constitute a quorum for the transaction of business. For each board meeting, the determination of a quorum should follow immediately after the roll call. If there is not a quorum present, the Chair can call the meeting to order, announce the absence of a quorum and share information without formal action, pending the establishment of a quorum or adjourn the meeting.

For an item to pass, it must obtain the affirmative vote of the majority of the existing membership of the board. In accordance with guidance from the Attorney General's Office, if a board member is present (within the building) and no conflict of interest exists, the board member must cast a vote on items coming before them.

Vote results should be announced and recorded in a way that reflects the vote of those present. For example, if 5 board members are present on a 7-member board, the results should reflect that the item passes 5-0 with two members absent. It should not be reflected as the item passes unanimously, as not all members were present. If all members are present and an item passes 7-0, then a unanimous result is appropriate.

PUBLIC INPUT AND PARTICIPATION

All meetings of Boards must be open to the public. All boards shall allow for full and ample opportunities to receive public input at board meetings. The public shall be afforded a reasonable opportunity to provide input on any agenda item or action item prior to a vote or action being taken. In addition, there shall be an Open Forum opportunity for members of the public to provide input on items not on the agenda, in a reasonable and orderly manner.

RULES AND PROCEDURES

Each board will have a set of rules and procedures which have been approved by the City Council, these rules and procedures will supersede any existing rules, guidelines, or bylaws. Any proposed amendments to the rules and procedures must be approved by the City Council before becoming effective. When an issue arises that the boards rules and procedures are silent on, the City Council rules and procedures shall take precedence.

CODE OF ETHICS

All board members shall be subject to the Code of Ethics established and incorporated by Chapter 2-6 of the Code of Ordinances of the City, as amended from time to time, and as authorized by the Charter of the City and contemplated by Sec. 2-6-3 of the Code of Ordinances. Further, board members shall be provided with annual ethics and Sunshine Law training by a member of Council staff or the City Attorney's Office.

REMOVAL OF BOARD MEMBERS

Removal of board members shall be in accordance with Florida Statute Sec. 112.501 and/or the policy and procedures set forth by the City Council.

PENSACOLA IN THE SUNSHINE

Florida's Government in the Sunshine Law provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed Boards and has been applied to any gathering of two (2) or more members of the same Board to discuss some matter which will foreseeably come before that Board for action. There are three basic requirements of §286.011, Florida Statutes:

1. Meetings of public Boards and Commissions must be open to the public;
2. Reasonable notice of such meetings must be given; and
3. Minutes of the meeting must be taken.

The law applies to elected and appointed Boards of any government agency in the state of Florida. It equally binds advisory boards whose powers are limited to making recommendations to a public agency and which possess no authority to bind that agency.

Even though an Advisory Board must submit their recommendations for review by an elected body it does not exempt them from the provisions of this law.

Meetings are defined as any gathering whether formal or casual of two (2) or more members of the same Board to discuss some matter on which foreseeable action will be taken by the public board. This rule extends to telephone conversations and e-mail

communication, and even instant messaging conversations, whether on person or public devices. This can extend further to a casual lunch between two (2) members of a Board – if they discuss some issue that the appointed body to which they belong, that lunch becomes a public meeting and is subject to all the provisions of the Sunshine Law.

While this may seem very restrictive, it is not the case. Appointed members of Boards must remain aware of with whom they are communicating and what is being discussed. The safest course of action is to avoid discussion about matters that will come before the advisory body, with other members of the body, except when attending a meeting of that body. Should questions arise about this law, contact staff with your concern.

CONFLICT OF INTEREST

Generally, a conflict of interest exists when a board member influences a decision of the board that will (or has the potential to) materially affect the individual's financial interest. Questions involving conflicts of interest are each unique unto themselves, and each potential conflict must be considered individually in order for proper legal guidance to be given. Any Board member who has a question concerning a possible conflict of interest may contact the City Attorney's Office or a private attorney, and should do so immediately.

DEFINITIONS

Breach of public trust –

A violation of a provision of the State Constitution or Florida Statutes which establishes a standard of ethical conduct, a disclosure requirement, or a prohibition applicable to public officers or employees in order to avoid conflicts between public duties and private interests.

Business Associate –

Any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

Conflict or conflict of interest –

A situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

Material interest—

A direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of this act, indirect ownership does not include ownership by a spouse or minor child.

Public Officer –

Any person elected or appointed to hold office in any agency, including an advisory body.

Relative –

Means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, or wife.

Section 112.3143(3)(a), Florida Statute, prohibits a county, municipal or other local public officer from voting on any measure which inures to his or her special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal or parent organization or subsidiary of a corporate principal, other than a public agency, by who he or she is retained; or which the officer knows would inure to the special private gain or loss of a relative or business associate of the officer. An exception exists for a commissioner of a community redevelopment agency created or designated pursuant to Sec. 163.356 F.F. or Sec 163.357 F. S. or an officer of an independent special tax district elected on a one-acre, one-vote basis. Section 112.3143(3) (b), F.S.

Florida law requires that all persons appointed to boards disclose any financial interests they have by filing disclosure forms and must abstain from participating in any matters before their board that may have an impact on their financial interest. In effect, if a board member does business with a person or business coming before the board, it is essential for that member to not participate in the proceedings, or the individual will be in violation of the law. In addition, members of boards are required to abstain from voting when a conflict of interest is involved. This means that they may not vote on any matter which may have an impact on themselves, a family member, or someone who retains their services.

When an individual abstains from voting, a voting conflict form 8B provided by the City, must be completed and returned within 14 days after the vote occurs. This form must be attached to the official minutes of the meeting.

If you believe you have a possible conflict of interest in any matter before your advisory body, contact the City Attorney's officer or City Clerk's office before taking any official action on the matter where the conflict may exist.

STEPS TO RESOLVE A CONFLICT OF INTEREST

Notwithstanding the provision of Sec. 112.3143, Florida Statutes, or subsequent superseding legislation, a board member required to abstain from a vote by Florida law shall make his or her disclosure at the commencement of the discussion of the conflicted item and shall not participate in the discussion. The board member must complete a FORM 8B and submit it to the City Clerk's Office within 15 days of the abstention. The requirement for board members to vote, minus a required abstention, shall be consistent with Attorney General's opinions regarding this matter.

Who Must File Form 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, committee or task force. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:
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1. You must complete and file Form 8B (before making any attempt to influence the decision) with the person responsible for recording the minutes or the meeting, who will incorporate the form in the minutes.
2. A copy of the form must be provided immediately to the other members.

3. The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete Form 8B and file it within 14 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

EXPECTATIONS FOR BOARD MEMBERS

Citizen input on City programs and services are vital to ensuring their relevance, efficiency and effectiveness to the community. Using citizen Boards on various issues is an important way for the City Council and City of Pensacola administration to receive and consider citizen input.

Serving on a City of Pensacola Board is always challenging and rewarding. The information given below should help board members understand some of the expectations the City of Pensacola has for them in their respective roles.

1. Every member has a valuable contribution to make and each member should respect and consider each other's input in a particular subject. Boards are expected and encouraged to respect the diversity of opinions of each member.
2. Members are expected to seek out and consider input from citizens interested in an issue or parties impacted by actions of the body prior to making a final determination on an issue.
3. Boards represent the City of Pensacola and the Pensacola City Council, in their appointed roles. All members are expected to conduct themselves in a manner that demonstrates **respect, integrity, teamwork, and competence**.
4. Members should periodically take the time to set realistic and achievable goals and allow enough time to do a good job on each issue.
5. Board members are asked to regularly attend all meetings. Members should notify staff prior to the meeting about potential absences.
6. All persons involved in Boards should treat each other with fairness and respect. Interactions between Board members and City staff not meeting this standard should be brought to the attention of the Council Executive.

7. Board members are expected to stay within the guidelines and roles set forth for their particular board.

EXPECTATIONS FOR BOARD CHAIRPERSONS

Chairpersons of Boards have several important responsibilities, which are essential to the effectiveness of the respective group. These responsibilities include:

1. Conduct meetings in an efficient manner, focusing on the issues relevant to the functions and mission.
2. Regulate and facilitate discussion among board members to ensure that all viewpoints are represented. Give each member the opportunity to express ideas and/or concerns on issues that are being considered by the Board.
3. Provide an opportunity for the public to be heard both during the open forum portion of the meeting and prior to a vote being taken on any given item.
4. Ensure compliance with the “Government in the Sunshine” laws.
5. Ensure compliance with appropriate rules and procedures.
6. Assist in orienting new board members about the function, role and mission of the board.
7. Assist in mediating conflicts or disputes between members during meetings.
8. Serve and primary contact with staff.

OTHER MEETING GUIDELINES WHEN DISCUSSING ISSUES

1. When an item or topic is first introduced or a main motion is made, allow all question for information purposes to be asked before opening to debate.
2. Discourage the repetition of arguments. Attempt to call on people what have not yet spoken before those who have already spoken. Discourage dialogues that start up between two individuals in debate. Members are not recognized to speak but through the Chairperson.
3. If debate carries on too long, impose time limits on speakers.

MEETING PROCEDURE

It is important that all organizations have underlying organizational structure and procedures. Robert's Rules of Order will be a guide for all boards. The guidelines below provide guidance for members and the general public. Some City boards currently use a similar format that is given below. This list has been created to provide a framework for board procedures:

The following three (3) points are always in order:

1. **Point of Order:** a question about process, or objection and suggestion of alternative process. May include a request for the facilitator to rule on process. Can only be called by a Board member.
2. **Point of Information:** a request for information on a specific question, either about process or about the content of a motion. This is not a way to get the floor to say something you think people should know.
3. **Point of Personal Privilege:** a comment addressing a person need – a direct response to a comment defaming one's character, a plea to open the windows, etc.

MOTIONS

All motions must be seconded and are adopted by a majority vote of the existing membership of the board. All motions may be debated unless otherwise noted. Motions are in order of precedence: motions may be made only if no motion of equal or higher precedence is on the floor (i.e. don't do a number 5 (move to end debate) when the body is discussing a number 4 (move to suspend rules)).

1. **Motion to Adjourn:** not debatable; goes to immediate majority vote. If all business has concluded, the Chairperson may adjourn the meeting without a motion.
2. **Motion to Recess:** not debatable. May be for a specific time.
3. **Motion to Appeal the Facilitator's Decision:** Not debatable; goes to immediate vote and allows the body to overrule a decision made by the chair.
4. **Motion to Suspend the Rules:** suspends formal process for dealing with a specific question. Debatable; requires simple majority vote.
5. **Motion to End Debate and Vote or Call the Question:** applies only to the motion on the floor. Not debatable; requires simple majority vote.
6. **Motion to Extend Debate:** can be general, or for a specific time or number of speakers. Not debatable.
7. **Motion to Amend:** must be voted for by a majority to be considered and by a simple majority to be passes: If amendment is accepted as "friendly" by the proposer of the amendment then many bodies will allow it to be accepted without formal vote; this is a way of including a consensus-building process into procedure without endless debate over amendments to amendments. Strictly speaking, however, once the main motion is made it is the property of the body to amend.
8. **Main Motion:** what it is you're debating and amending.
9. **Voice Vote:** The form of voting on a motion by which the Chairperson asks those in favor to respond to the motion in question by saying "aye" and then asks those opposed to the motion to say "no." If the "ayes" have the majority, the Chairperson will state that the motion has passed. If the prevailing side is negative, the Chairperson will state that the motion has failed. The vote should be announced and recorded according to the number of members present. (I.e.

If 5 members of a 7-member board are present and a motion passes 5-0, the vote should be recorded as passing 5-0 with two (2) absent).

- 10. Roll Call Vote:** The form of voting on a motion by which the Chairperson request staff to conduct a vote by calling the roll. Each member answers as their name is called and staff records their vote. An entry must be made in the minutes of each member and how they voted. This method of voting is very time consuming and is not normally used.

HELPFUL LINKS

City of Pensacola website, calendar, forms, information:

www.Cityofpensacola.com

Code of Ordinances and Land Development Code:

www.municode.com

State of Florida Ethics

www.ethics.state.fl.us